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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 20, 1930

MEMORANDUM NO. 593

FILE
P. L. GLADMON

Amendment to the Administrative Regulations in Regard to Preference to Ex-Service Men in Making Reduction in Force.

Paragraph 469 of the Administrative Regulations is hereby amended to read as follows:

469. Preference to Ex-Service Men in Making Reduction of Force. - When it becomes necessary to reduce the number of employees on account of insufficient funds or for other reasons, the resulting demotions, furloughs and dismissals shall be made in order beginning with the employees having the lowest ratings in each class, but no honorably discharged soldier, sailor or marine whose record is good or whose efficiency rating is equal to that of any employee in competition with him shall be discharged or dropped, furloughed or reduced in rank or salary.

This amendment is necessary in order to include furloughs in accordance with the decision of the Attorney General, dated December 4, 1929, in which he held that under the Executive Order of March 2, 1929, military preference in retention in the service shall be considered in the making of furloughs, as well as demotions and dismissals.

R. H. Dunlap
Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 9, 1939

MEMORANDUM NO. 999

Amendment to the Administrative Regulations in Regard to Performance by Employees in Making Deposition in Town.

Paragraph A31 of the Administrative Regulations is hereby amended to read as follows:

A30. Duties due to Employee from in Making Deposition in Town. - When it becomes necessary to require the minor or employee on personal or official business or for other reasons, the resulting deposition, fulfillment and expenses shall be made in order beginning with the employee having the lowest salary in such office, but no honorable discharged soldier, sailor or marine veteran preferred in lieu of other efficiency rating is equal to that of any employee in competition with him shall be disregarded or transferred, unless he is reduced in pay or salary.

This amendment is necessary in order to bring the Regulations in accordance with the opinion of the Attorney General dated December 4, 1939, in which he held that inasmuch as the Civil Service Act, 1883, military preference in retention in the service shall be considered in the matter of furloughs, as well as deposition and discharge.

MEMORANDUM NO____

Amendment to the Administrative Regulations in Regard to Preference to Ex-Service Men in Making Reduction of Force.

In accordance with a decision dated December 4, 1929, from the Attorney General addressed to the President of the United States with reference to the interpretation of the Executive Order of March 2, 1929, Paragraph 469 of the Administrative Regulations of this Department is hereby amended to read as follows:

469. Preference to Ex-Service Men in Making Reduction of Force. - When it becomes necessary to reduce the number of employees on account of insufficient funds or for other reasons, the resulting demotions, furloughs and dismissals shall be made in order beginning with the employees having the lowest ratings in each class, but no honorably discharged soldier, sailor or marine whose record is good shall be discharged or dropped, furloughed or reduced in rank or salary.

In his decision, the Attorney General points out that the policy of the statutes and orders relating to the Civil Service has been to give preference to persons honorably discharged from military or naval service in appointment and certain kinds of discharges and reductions. He holds that the same consideration would seem to apply to furloughs, and in the absence of very clear language he feels that no statute or Executive Order should be construed to provide a different practice in regard to furloughs. Even without resort to these considerations, he is of the opinion that a person who is furloughed is "discharged or dropped or reduced in rank or salary". A furlough in the sense used here is a compulsory leave of absence without pay. The Century Dictionary and Cyclopedia, Vol. IV, page 2414, defines the word as "the temporary discharge from service of a civilian in the employ of the Government". In United States v. Murray, 100 U. S. 536, 538, the Supreme Court said that a furlough "is in effect a partial dismissal".

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OF AGRICULTURE
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COMMISSIONERS

WILLIAM C. DEMING, PRESIDENT
GEORGE R. WALES
JESSIE DELL

HOWARD A. EDSON, CHIEF EXAMINER
JOHN T. DOYLE, SECRETARY

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D. C.

ADDRESS ONLY
"CIVIL SERVICE COMMISSION"
IN YOUR REPLY REFER TO
FILE WLQ:GD
AND DATE OF THIS LETTER

January 27, 1930.

Good Boy?

The Honorable,
The Secretary Agriculture,
Washington, D. C.

Sir:

The Commission incloses herewith copy of an opinion of the Attorney General dated December 4, 1929, holding that, under the Executive Order of March 2, 1929, military preference in retention shall be considered in the making of furloughs.

By direction of the Commission:

Very respectfully,

John T. Doyle

John T. Doyle,
Secretary.

Inclosure.

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COPY

Office of the Attorney General
Washington, D. C.

December 4, 1929.

My dear Mr. President:

I have the honor to acknowledge receipt of a letter of August 9, 1929, with inclosures, requesting my opinion upon the question whether the Executive Order of March 2, 1929 forbids the furloughing by the Commandant of the Boston Navy Yard of an employee entitled to military preference in appointment, who has a rating of "good" or better, when a competing employee not entitled to military preference in appointment and having the same efficiency rating is retained.

This Executive Order provides:

> In harmony with statutory provisions, when reductions are being made in the force, in any part of the classified service, no employee entitled to military preference in appointment shall be discharged or dropped or reduced in rank or salary if his record is good <u>or if his efficiency rating is equal to that of any employee in competition with him who is retained in the service</u>.

This order amends Rule XII, paragraph 5, promulgated on March 3, 1923, merely by adding the words underlined above.

Military preference in appointment is provided for in Section 6 of the Act of March 3, 1919, c. 97, (40 Stat. 1293), as amended by the Act of July 11, 1919, c. 6, (41 Stat. 37; U. S. C. Title 5, Sec. 35) in the following language:

> ****in making appointments to clerical and other positions in the executive branch of the Government in the District of Columbia or elsewhere preference shall be given to honorably discharged soldiers, sailors, and marines, and widows of such and to the wives of injured soldiers, sailors and marines who themselves are not qualified, but whose wives are qualified to hold such positions.

The question is whether a person who is furloughed is "discharged or dropped or reduced in rank or salary" within the meaning of the Executive Order of March 2, 1929.

Section 21 of Civil Service Commission Form No. 505, entitled "Furloughs", provides:

> No mention is made of furloughs in the civil service law or rules. In most of the departments regulations have been promulgated prescribing the

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> conditions under which furloughs may be granted, the maximum period in any such regulations being three years. Furlough regulations are restricted in their application almost wholly to positions of skilled laborers and mechanics in the navy yards, arsenals, and other manufacturing or industrial establishments, and to a limited number of positions where the work is of an intermittent character.
>
> The power to furlough exists as an incident of the power of removal, and is exercised for economical, as distinguished from disciplinary, reasons. The procedure required by statute in the case of removal is not necessary.

Civil Service Form No. 2009, as recently revised by representatives of the Navy Department and the Civil Service Commission, provides:

> As furlough does not involve discharge or separation from the service, military preference is not considered in making selections for furloughs.

Although the view of the Navy Department is entitled to great weight, it is not necessarily conclusive, and I am of the opinion that the Civil Service Commission is not given final authority to pass upon the question. I find nothing in 26 Op. 260 or in 28 Op. 395 to the contrary.

The policy of the statutes and orders relating to the Civil Service has been to give preference to persons honorably discharged from military and naval service in appointment and certain kinds of discharges and reductions. The same considerations would seem to apply to furloughs, and, in the absence of very clear language, I believe that no statute or Executive Order should be construed to provide a different practice in regard to furloughs. Even without resort to these considerations, I am of the opinion that a person who is furloughed is "discharged or dropped or reduced in rank or salary". A furlough in the sense used here is a compulsory leave of absence without pay. The Century Dictionary and Cyclopedia, Vol. IV, page 2414, defines the word as "the temporary discharge from service of a civilian in the employ of the Government". In United States v. Murray, 100 U. S. 536, 538, the Supreme Court said that a furlough "is in effect a partial dismissal".

I, therefore, have the honor to advise you that in my opinion the Executive Order of March 2, 1929, forbids the furloughing of an employee under the circumstances mentioned.

Respectfully,

Wm. D. Mitchell
Attorney General

The President

The White House

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DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.

February 27, 1930.

Ordered Sect #317 2/27/30

FILE
P. L. GLADMON

MEMORANDUM NO. 594

Committee on Valuation of Lands in Flood Control Area.

The Secretary of War having requested that this Department prepare and submit to the Board of Army Engineers an appraisal of properties within certain areas in connection with the developments for flood control of the Mississippi Valley, the following named, upon recommendation of the chiefs of the bureaus indicated, are constituted a special committee to represent them in this work:

Mr. W. W. Ashe, Forest Service, Chairman
Dr. A. G. McCall, Bureau of Chemistry and Soils
Dr. L. C. Gray, Bureau of Agricultural Economics
Mr. S. H. McCrory, Bureau of Public Roads

While existing organization units in the several bureaus will be utilized for the valuation work, it will be the duty of the Committee to provide for unity of control and planning and coordination of this activity, and to conduct such conferences with the Board of Army Engineers as may be necessary. The work will be financed by transfers of funds from War Department appropriations for flood control, which will be allotted to the proper bureaus.

The Committee will prepare and submit to the Secretary as soon as possible recommendations covering the plan and procedure to be followed in this work, together with the estimated financial requirements of the several bureaus concerned. The reports and recommendations of the Committee will at all times be cleared through the chiefs of the bureaus represented thereon.

Arthur M. Hyde

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

Suggested this comm be appointed and O.K. mandelson

February 25, 1930.

MEMORANDUM FOR DR. WOODS.

Dear Doctor Woods:

I am returning herewith Major Stuart's memorandum to the Secretary under date of February 7th with respect to cooperation in the work of flood control in the Mississippi Valley. This proposal ties in to so many different activities in the Department that the insurance of a definite understanding by all parties concerned is extremely desirable. For example, there is to be considered the work of the committee, its functions, method of operation and provision for financing. Already some of the bureaus are requesting the allocation of new positions for services to be rendered on this committee. I had assumed that the work would be done in the Field, but such requests for the establishment of Washington positions indicate some other plan.

Accordingly, I would suggest that a copy of the Forest Service memorandum be furnished each bureau involved, and if not already done the chief of each bureau should designate his representative on the committee.

I further suggest that the items mentioned above be considered and prepared in the form of a memorandum or report which could receive the approval of every one administratively concerned, and also serve as a definite memorandum of understanding for future guidance.

Yours very truly,

W W Stockberger

Director.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

Dr. N

ADDRESS REPLY TO
THE FORESTER
AND REFER TO

WASHINGTON

LA-Cooperation
War Department
Miss. Flood Control

February 7, 1930.

Dear Mr. Secretary:

The Secretary of War made a request that the Bureaus of the Department of Agriculture prepare and submit to the Board of Army Engineers an appraisal of properties within certain areas, totaling possibly 4,000,000 acres, which it might be necessary for the Government to acquire in connection with the developments for flood control of the Mississippi Valley. These properties consist of farming lands, which occupy about 20 per cent of the total area, woodland, and various classes of domestic and industrial structures and plants. The Secretary of War has been advised that the Department of Agriculture would make the desired appraisals. The following Bureaus are to participate in this work: Bureau of Chemistry and Soils (Soil Investigations, Survey); Bureau of Agricultural Economics (Division of Land Economics, Land Resources and Utilization); Bureau of Public Roads (Division of Agricultural Engineering); Forest Service (Branch of Lands, Eastern National Forest District).

Representatives of these Bureaus have estimated that a preliminary appraisal could be made at a cost of about $50,000.00, the work being so arranged as to continue uninterruptedly for one year with a possibility that it may be continued thereafter in the event that it becomes necessary for the Government actually to acquire in whole or in part the lands which are being considered.

The money required for carrying forward the work by the cooperating bureaus of this Department will be transferred from appropriations made for flood control to the Department of Agriculture. The cooperating bureaus will decide at the beginning of each quarter, or oftener if it seems necessary, as to the relative financial needs of the different bureaus for a definite period in order to secure

a balanced program and adjustment of the work.

In order to secure unity of control and coordination of work, it is desirable that a committee from these Bureaus be designated to plan the work, to see that it is carried forward in the field, and to conduct such conferences with the Board of Army Engineers as may be necessary. It is recommended that you appoint such a committee, which can act through a chairman.

Very sincerely yours,

R. Y. Stuart.

Forester.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

Ordered 3-24-30
See No 346

March 24, 1930.

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FILE
P. L. GLADMON

MEMORANDUM NO. 595

Memorandum No. 594, dated February 27, 1930, named a committee under the chairmanship of Mr. W. W. Ashe of Forest Service, to make an appraisal of properties within certain areas in connection with the developments for flood control of the Mississippi Valley. Mr. F. M. Uhler of the Bureau of Biological Survey is hereby added to the membership of this committee.

Arthur M. Hyde

Secretary.

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APPOINTMENTS

pos

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF BIOLOGICAL SURVEY
WASHINGTON, D. C.

ADDRESS REPLY TO
CHIEF, BUREAU OF BIOLOGICAL SURVEY
AND REFER TO

March 14, 1930.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I have received a copy of your Memorandum No. 594, which establishes a Committee on Valuation of Lands in Flood Control Area.

Since the Biological Survey has for some years now been engaged in acquiring lands on the Upper Mississippi River in connection with the Upper Mississippi River Wild Life and Fish Refuge, I believe that it would be logical to appoint a member of the Biological Survey to act in connection with the work of the Committee. The Bureau of Fisheries, of the Department of Commerce, and the Biological Survey are very deeply interested in what may happen to refuge lands through the establishment of the nine-foot channel. Both of these organizations know conditions thoroughly in the general region.

I hope you may see your way clear to approve my suggestion that the Biological Survey be represented on this Committee. If my recommendation is approved, I suggest that Mr. F. M. Uhler, of our Division of Food Habits Research, be designated as such member.

Respectfully,

Paul G. Redington
Chief.

I see no objection
A F W

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JUL 14 1930

FILE
F. L. BLADMON

Ordered dup 7/16/30 Sect 25 (R)

MEMORANDUM NO. 596

Amendment to the Administrative Regulations

Par. 709 of the Administrative Regulations of the Department, "Sale of Milk in Buildings of Department," is revoked.

The paragraph required vendors of milk or cream in the Department to procure monthly permits from the Chief Clerk of the Department, these permits being conditioned upon certification by the Bureau of Dairy Industry that tests had been made of the applicant's product and that the milk or cream conformed to certain prescribed standards. In view of the passage and enforcement of the new milk code for the District of Columbia, it is believed that the sale of milk and cream in the District is now surrounded by safeguards rendering unnecessary the special testings heretofore required. Permits for the sale of milk and cream in Department buildings will, therefore, no longer be required; but complaints of unsatisfactory service or products, if verified on investigation, will subject offending dealers to exclusion from the Department buildings for the purpose of sale.

R. W. Dunlap

Acting Secretary.

DIRECTOR OF
PERSONNEL AND BUSINESS ADMINISTRATION

July 7, 1930.

MR. REESE:

Would you care to retain the permit system, that is, requirement that any concern selling milk in the Department building shall obtain a permit from yourself? It looks to me as if a monthly permit would hardly in any event be necessary, but the question is whether you chose to leave it open to any dealer whatever to sell to our personnel, entirely without the knowledge or control of the Department.

LR

7/8

Mr Reese, in conference, stated he believed permits not worth while.
LR

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF DAIRY INDUSTRY

WASHINGTON, D. C.

June 30, 1930.

Memorandum for Dr. Stockberger, Director of Personnel and Business Administration.

Dear Doctor Stockberger:

For the past several years this Bureau has issued permits for the sale of milk in this department. Since the passage and enforcement of the new milk code for the District of Columbia, this city has been assured of a good milk supply. For this reason we believe that the inspection of dairies and the issuing of permits are now unnecessary activities of this Bureau. We therefore request that department regulation 709, which pertains to the sale of milk in the department, be rescinded. If at any time complaints are received as to the quality of milk which this department receives, we shall gladly investigate the source of the supply.

Very truly yours,

L A Rogers

Acting Chief of Bureau.

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF CLERK
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Ordered 7/21/30 32 Sec

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WASHINGTON

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July 1, 1930

FILE
P. L. GLADMON

MEMORANDUM NO. 597

It is hereby directed that the examinations of specimens of foods, drugs, insecticides, Paris greens, lead arsenates, and fungicides provided for by section 4 of the Food and Drugs Act of June 30, 1906, and by section 4 of the Insecticide Act of 1910, shall be made in the Food and Drug Administration.

R. W. Dunlap
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD AND DRUG ADMINISTRATION

WASHINGTON, D. C.

Ordered 7/21/30 Sect #37

July 17, 1930

MR. CAMPBELL:

The Agricultural Appropriation Act for the fiscal year ending June 30, 1928, contained the following proviso:

"Hereafter the examinations of specimens of foods, drugs, insecticides, Paris greens, lead arsenates, and fungicides provided for by section 4 of the Food and Drugs Act of June 30, 1906, and by section 4 of the Insecticide Act of 1910, shall be made in the Food, Drug, and Insecticide Administration or in such other branches of the Department of Agriculture as the Secretary of Agriculture may direct."

As you know, the appropriation bill for the current fiscal year changes the name of the Food, Drug, and Insecticide Administration to Food and Drug Administration. The question has arisen as to whether it is necessary for the Secretary of Agriculture to issue an order directing that hereafter the examinations of the various products referred to be done in the Food and Drug Administration. In discussing this matter with Mr. Cronin and Mr. Boyle of the Solicitor's office they stated that it was their opinion that it would be well to have such an order issued by the Secretary in order that there could be no question or argument raised in the future regarding this point. Accordingly I am submitting for your consideration a proposed order dated July 1 to be signed by the Secretary or Acting Secretary.

Respectfully,

F. B. Linton

Assistant to the Chief

Enclosure:
Proposed memo.

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WASHINGTON

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~~August 7, 1930.~~ Sept 19 1930

ordered dup 8/7/30 Sec #74 (R) Cost-reordered #117 Sec Sept 10 1930 (R)

MEMORANDUM NO. 598

Amendment of the Administrative Regulations.

Paragraph 484 of the administrative regulations of the Department is amended by the insertion before the last paragraph, that is, between the paragraph ending, "Average salary, etc.," and the paragraph beginning, "Regular field employees, etc." page 444, of the following:

> Officers of the Foreign Agricultural Service as defined in sec 2(a) of the Act of June 5, 1930, Public No. 304, 71st Congress, may be granted thirty days' annual leave, without extension on account of sickness, but accumulative for three years; that is to say, the maximum leave which may be taken in any one calendar year is ninety days. The rate of pay for periods of accumulative leave will be that prevailing at the time of taking.

H.R. 315

The new language gives effect to the provision in sec. 2(f) of the legislation cited, as follows:

> Any officer in the Foreign Agricultural Service, in the discretion of the Secretary of Agriculture, may be given leave of absence with pay for not to exceed thirty days for any one year, which may be taken in the United States or elsewhere, accumulative for three years, under such rules and regulations as the Secretary of Agriculture shall prescribe.

R. W. Dunlap
Acting Secretary.

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BUREAU OF AGRICULTURAL ECONOMICS

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Ordered dup Sec'l 9/10/30 (R)

MEMORANDUM NO. 599

Toll Ferry Storage and Towage Charges on Officially Used Automobiles.

In view of the closing proviso in the section entitled, "Mileage Rates for Motor Vehicles," in the Agricultural Appropriation Act for 1931, viz, "Provided further, That the Secretary of Agriculture may authorize the payment of toll and ferry charges, storage and towage for such motorcycles and automobiles, in addition to the mileage allowance," all employees of the Department authorized to operate their personally owned automobiles on the mileage basis will in addition to such mileage be allowed charges for tolls and ferriage, storage and towage incurred in connection with the authorized use for official travel of such personally owned automobiles or motorcycles.

R. W. Dunlap

Acting Secretary.

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DIVISION OF
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WASHINGTON

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August 14, 1930.

Ordered Sec'y 8/14/30

~~XXXXXXXXXXXX~~ MEMORANDUM NO. 600

SPECIAL LEAVE OF ABSENCE OF VETERANS

RECEIVING MEDICAL TREATMENT.

FILE
P. L GLADMON

Executive Order No. 5396 of July 17, 1930, "Special Leaves of Absence to be Given Disabled Veterans in Need of Medical Treatment" is as follows:

> With respect to medical treatment of disabled veterans who are employed in the executive civil service of the United States, it is hereby ordered that, upon the presentation of an official statement from duly constituted medical authority that medical treatment is required, such annual or sick leave as may be permitted by law and such leave without pay as may be necessary shall be granted by the proper supervisory officer to a disabled veteran in order that the veteran may receive such treatment, all without penalty in his efficiency rating.
>
> The granting of such leave is contingent upon the veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his absence.

Effect will be given this order by all officers authorized to grant leave to employees of this Department, as well as by all officers who make or approve efficiency ratings.

The term "duly constituted medical authority" is understood to include any properly licensed medical practitioner as well as officers of Federal hospitals. The statement as to the requirement of medical treatment should be filed in the Bureau in which are employed the veterans affected, and officers authorized to grant leave should see that no special leave within the order is granted in the absence of such statement.

The special leave will be applied for on regular leave application blanks, Department Form No. 17, on the face of which, however, the notation "Veterans Medical Treatment Leave" should appear conspicuously.

The filling in on such form of the days and hours of prospective absence will constitute compliance with the requirement of prior notice of definite days and hours of absence. The usual certificate of attending physician will be required in case the absence is to be charged to sick leave. It should be remembered, however, that while ordinary sick leave applications may be filed after the absence, the special veterans medical treatment leave must be applied for in advance.

The restriction as to grant of leave without pay by bureau chiefs in Par. 522 of the Administrative Regulations of the Department will apply to the veterans medical treatment leave.

Leave records should show separately the amount of veterans medical treatment leave taken whether annual, sick, or leave without pay, in order that such absence may be properly factored in its relation to the efficiency rating.

Veterans will have the option to apply for all classes of leave in the ordinary way, and leave sought as veterans medical treatment leave which cannot be granted as such through some defect in the required procedure, as failure to file statement of medical authority or to give advance notice of absence periods, may nevertheless be allowed under the Department Regulations if conformable therewith. The distinguishing feature of the veterans medical treatment leave is that the grant is obligatory provided the prescribed conditions are met.

R. N. Dunlap
Secretary.

RECEIVED
JUL 14 1978
RTI

U. S. D. A.
Form 17

U. S. DEPARTMENT OF AGRICULTURE

APPLICATION FOR LEAVE

S) jon _____

_____, 193

I, _____
(Signature of applicant)

request _____ {hours / days} {annual / sick / without pay} leave,

commencing _____

ending _____, inclusive.

My address while absent will be _____

_____

Mr. _____ will be in charge.

RECOMMENDED:

_____
In Charge.

APPROVED:

_____
Chief Clerk of Bureau.

Returned to duty _____, 193 ,

at _____o'clock.

(Signed) _____

PREVIOUS ABSENCE THIS YEAR

	Days	Hours
Annual		
Sick		
Without pay		
Furloughed		

_____
Time Clerk.

APPROVED: _____
Chief Clerk of Department.

8—2492

CERTIFICATE REQUIRED FOR SICK LEAVE FOR TWO DAYS OR LESS
WHEN UNACCOMPANIED BY PHYSICIAN'S CERTIFICATE BELOW

_____, 193

I cerify that I was sick and unable to attend to my official duties for the time indicated on the reverse side of this sheet and that I was _____ attended by a physician _____

_____

(Where no physician was employed, state reason on above line)

(Signed) _____

Subscribed and sworn to before me this _____ day of _____, 193

_____

Notary Public.

CERTIFICATE REQUIRED FOR SICK LEAVE EXCEEDING TWO DAYS

_____, 193

I, _____, M. D., a physician in active practice, located at _____, do hereby certify that _____ above named, was under my professional care from _____ to _____, 193 inclusive, and during such time was incapacitated for official work.

_____

Attending Physician.

8—2492

U. S. GOVERNMENT PRINTING OFFICE: 1920

RE
TIME
JUL 1 1930
Office of the Secretary

221

UNITED STATES DEPARTMENT OF AGRICULTURE

DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION

WASHINGTON

MEMORANDUM FOR FILES:

The interpretation of "duly constituted medical authority" in the attached draft was obtained after inquiry beginning with the Record Clerk, White House, going on with Mr. Rose of the Veterans' Bureau to whom the Record Clerk referred me and ending with Mr. Sweet or rather, with his secretary. The latter after she had gotten the question well in mind discussed it with the people in the Veterans' Bureau who had had to do with the framing of the Executive order and the interpretation as it appears in the draft is that which Mr. Sweet's secretary gave in calling me back over the 'phone. I was told that the Veterans' Bureau was going to administer the order on those lines.

R Robbins

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OCT 14 1910

DEPARTMENT OF AGRICULTURE

WASHINGTON

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August 18, 1930.

Sect 87
8/18/30
(R)

MEMORANDUM NO. 601

Regarding the Development of Arlington Farm

The Committee on Arlington Farm, appointed by Memorandum No. 212, dated July 13, 1917, is hereby directed to submit a final report of its activities not later than September 1, 1930, and is thereafter abolished. Hereafter all proposals involving the construction of buildings or other major changes affecting the operation or future development and use of Arlington Farm will be submitted through the Director of Personnel and Business Administration, for consideration by the Secretary.

Arthur M. Hyde

Secretary.

directed to submit a final report of its activities not later than September 1, 1930 and is thereafter abolished. Hereafter all proposals involving the construction of buildings or other major changes affecting the operation or future development and use of Arlington Farm will be submitted ~~for consideration by~~ through the Director of Personnel and Business Administration, for consideration by the Secretary.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

MEMORANDUM NO.

Regarding the Development of Arlington Farm

The Committee on Arlington Farm, appointed by Memorandum No. 212, dated July 13, 1917, is hereby abolished. Hereafter, the Chief of the Bureau of Plant Industry will submit, through the Office of Personnel and Business Administration, for consideration by the Secretary proposals involving important construction or other major changes affecting the operation or future development and use of Arlington Farm.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

D

OFFICE OF CHIEF OF BUREAU

July 28, 1930.

MEMORANDUM FOR DR. STOCKBERGER.

Dear Dr. Stockberger:

I enclose herewith copy of memorandum No. 212, dated July 13, 1917, signed by Secretary Houston. A copy of our letter of July 6, 1917, recommending the appointment of this committee is enclosed herewith.

In view of the complexities now existing in the administration of Arlington Farm, the necessity for the closest practicable correlation with the Office of the Secretary, and through the Office of the Secretary with the Budget Bureau, the Fine Arts Commission, and the Office of Public Parks, it is felt that this committee is no longer necessary and should be discontinued. It is our plan to refer to you all matters affecting the development of Arlington Farm in order that you may bring to the personal attention of the Secretary such angles of the situation as in your judgment is desirable. Contacts with the Fine Arts Commission or the Park Service should be made by the Office of the Secretary or by the Chief of Bureau after full consultation with the Office of the Secretary.

The services of the various individuals on this committee will be used as needed, utilizing their extensive experience and knowledge gained through many years of service.

Very sincerely,

Acting Chief of Bureau.

Enclosure.

COPY

July 6, 1917.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

As a point has been reached in the development of Arlington Farm and of the improvement of Arlington Cemetery on the one side and Potomac Park, including the Lincoln Memorial, on the other side, it is evident that there should be a very thorough and careful consideration of all changes of the general plan or erection of buildings at the farm which might be out of harmony with the general landscape development. I would respectfully suggest that a Departmental Committee be designated to formulate plans for the future development and extension of the grounds of Arlington Farm and to consider the location of all buildings and with the approval of the Fine Arts Commission to suggest to those bureaus of the Department that have occasion to erect buildings in the future the general type of structure to be constructed there.

This suggestion is the outgrowth of the correspondence and in formal discussion recently had with Col. W. W. Harts, Secretary and Executive Officer of the Commission of Fine Arts, and of the necessity that there shall be worked out in the near future a thoroughly considered plan covering the entire area of the farm and a tentative building program there which can be discussed with the Fine Arts Commission at their meeting to be held July 13.

If it meets with your approval, I would suggest that this committee include Prof. L. C. Corbett of this bureau, under whose personal direction the farm has been developed from the very unattractive and useless area which it was when it was transferred to the Department in 1900, and Mr. F. L. Mulford, our landscape gardener, whose work has directly to do with the permanent plantings upon the farm which will be required in whatever plan and development is agreed upon. I further suggest that some representative of the Office of Public Roads and Rural Engineering be also designated because of the fact that the types and sizes of buildings and the character and materials used in their construction will need consideration by the committee. I have discussed this with Mr. Page and understand that the committee plan is agreeable to him.

Very truly yours,

Chief of Bureau.

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AUG 13 1930
APPOINTMENTS

FILED
OCT 16 1936
Please return to
the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON
August 18, 1930.

Ordered circ. 8/18/30

MEMORANDUM NO. 602

Personnel Policy

In selecting employees in your bureau for promotion, critical consideration should be given to the merits of each case. The constantly increasing activities of the Department emphasize the responsibility of administrative officers to see that every dollar invested in salaries of employees brings its appropriate return to Agriculture. Although new appropriations usually call for increases in force it is often possible to absorb a substantial amount of new work through increased efficiency, resulting from betterment in organization or from improved personnel management.

It is the policy of the Department to recognize conspicuous accomplishment by appropriate increases in compensation, and the need is emphasized for rigid adherence to a promotion program which excludes from consideration all factors other than constructive and effective service. It will be recognized that all non-productive or non-progressive individuals should be omitted from your recommendations for approval.

Arthur M. Hyde.

Secretary.

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AUG 28 1990
ACQUISITIONS

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DEPARTMENT OF AGRICULTURE

WASHINGTON

August 18, 1930.

MEMORANDUM No. 603

xxxxxxxxxxxxxx

FIELD EMPLOYMENT BY DELEGATED AUTHORITY.

The Act of June 26, 1930, Public No. 441, amending Section 169, R. S. is as follows:

> "There is authorized to be employed in each executive department, independent establishment, and the municipal government of the District of Columbia, for services in the District of Columbia or elsewhere, such number of employees of the various classes recognized by the Classification Act of 1923, as amended (U. S. C., title 5, ch. 13), as may be appropriated for by Congress from year to year: Provided, That the head of any department or independent establishment may delegate to subordinates, under such regulations as he may prescribe, the power to employ such persons for duty in the field services of his department or establishment."

The appointment of field employees by the Secretary on bureau recommendation as hitherto will continue to be the normal procedure. Use of the delegated authority will be strictly confined to the cases where mail transmittal between the field and Washington of the necessary recommendations and notice would delay urgently needed employment to the prejudice of the service, that is to say, the cases which are now handled telegraphically.

Authority to employ for field duty is delegated (1) to regional foresters, forest supervisors and district engineers and (2) to such officers in charge of field stations, experimental farms, and field laboratories as may be approved by the Secretary on recommendations of chiefs of bureaus. The recommendations covering the second class of officers should be promptly submitted by chiefs of bureaus and offices with designation of positions and locations but without naming present incumbents. The original and one copy will be returned to the bureau with indication of the Secretary's action; a copy should be transmitted by the bureau to the General Accounting Office. There should be no exercise of the delegated authority on the part of the second class of officers until after the approved list has been returned to the bureau.

Pending preparation of a form on which to report employments by delegated authority, Department Form 41 will be used for that purpose with the following changes:

For "Recommendation to the Secretary" substitute "Report to the Secretary of employments under Act of June 26, 1930."

For "Action recommended" substitute "Action taken."

At bottom after leaving space for "Reasons" etc., insert "Appointing officer: name, position and location."

The position should correspond exactly with that in the approved list.

Notice of appointment by delegated authority will be sent out from the Department Division of Appointments, as in the case of appointments by the Secretary. Such notices will carry notation of the name and position of the employing officer, so that the copy furnished the bureau accounting office will make possible compliance with current instructions of the Comptroller General that pay rolls show official title of the appointing officer in connection with all new appointments (9 Comp. Gen. 261).

There will be no change in the present procedure of employment under letters of authorization. These employments will be reported periodically as in the past on lists of temporary assistants.

It should be noted that the delegated authority in the Act of June 26, 1930 is limited to employment. Promotions, demotions, and separations remain within the Secretary's exclusive jurisdiction.

R. N. Dunlap

Acting Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. ____

In accordance with Public No. 441, 71st Congress, approved June 26, 1930, the power to employ persons in the field service of the Department of Agriculture is hereby delegated to Regional Foresters, Forest Supervisors, District Engineers, and such other officials in charge of field stations and experimental farms who may be designated by the chief of bureau. Chiefs of Bureaus should submit immediately, for approval, lists of field officials (by title of position and not name of present incumbent) to whom authority to employ personnel will be granted.

In the case of employments by field officials the recommendation for the appointment should be forwarded as in the past on Departmental Form 41 notation being made therein that the initial employment is authorized under authority granted in the Act of June 26, 1930. Appointment papers for such employments will issue in due course from the Division of Appointments. This procedure will nullify the present practice of obtaining prior approval of appointments by telegraph and special memorandum.

There will be no change in the present procedure of employments under letter of authorization. Such employments will be handled as heretofore in the several bureaus being reported periodically on the lists of temporary assistants.

It should be noted that authority in the Act of June 26, 1930, is limited to employments. Prior approval of the Secretary is still required for promotions and demotions.

Secretary

Dept. Form 41

UNITED STATES DEPARTMENT OF AGRICULTURE

_____
(Bureau or office)

WASHINGTON, D. C.

RECOMMENDATION TO THE SECRETARY

Date:

ACTION REQUESTED:

STATE:

NAME:

DATE OF BIRTH:

DESIGNATION:

CLASSIFICATION:

SALARY: $ per less deductions of $ for

APPROPRIATION:

COOPERATIVE EMPLOYMENT:

DATE EFFECTIVE:

NAME AND SALARY OF PREDECESSOR:

PERIOD:

HEADQUARTERS:

TO REPORT IN:

REASONS (Including statement of education, training, and experience for appointment, reinstatement, transfer, etc.):

C. S. Cert. No. dated:
C. S. Authority dated;
Classif. Sheet, dated:

U. S. GOVERNMENT PRINTING OFFICE: 1928 8—6083

RECEIVED
AUG 19 1930
APPOINTMENTS

Copy for Mr. Gladwin

UNITED STATES DEPARTMENT OF AGRICULTURE
WEATHER BUREAU
Office of the Chief WASHINGTON

October 29, 1930

MEMORANDUM FOR SECRETARY OF AGRICULTURE

Dear Mr. Secretary:

C12.a

Referring to Department Memorandum dated August 18, 1930, concerning field employment by delegated authority in accordance with the Act of June 6, 1930, Public No. 441:

It is recommended that authority for the employment of all commissioned airways observers in Alaska be delegated to the Associate Meteorologist in charge of the Weather Bureau Station at Juneau, Alaska.

Owing to poor mail facilities, it is impossible to effect appointments of airways observers by mail under the present system without serious interruption to the work of the Bureau. Therefore, recourse has to be had to the telegraph and radio, with results that are not very satisfactory.

The Official in Charge at Juneau has general supervision over the airways weather work of this Bureau in Alaska, and it will therefore be in the interest of good administration to delegate the appointment of all airways observers in Alaska to him, as above indicated.

Respectfully,

C. F. Marvin,
Chief of Bureau.

Approved: NOV 1 - 1930

Secretary's File Room:

(Signed)

R. W. Dunlap
Acting Secretary.

RECE
NOV 8

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

D

OFFICE OF CHIEF OF BUREAU

September 5, 1930.

MEMORANDUM FOR MR. GLADMON.

Dear Mr. Gladmon:

Referring to Memorandum No. 603, entitled, "Field Employment by Delegated Authority", this Bureau has no one it wishes authorized to make appointments in the field.

Very sincerely,

W. B. Leavitt

Acting Chief of Bureau.

DOCUMENTS

Copy for Mr. Gladwin

3-2

September 8, 1930.

The Honorable,

The Secretary of Agriculture.

Sir:

In connection with Memorandum No. 603, "Field Employment by Delegated Authority," it is requested that this authority be delegated to the following Bureau employees in addition to the authority already delegated to our District Engineers:

Deputy Chief Engineer, San Francisco, Calif.

Principal Irrigation Engineer Berkeley, Calif.

Very respectfully,

Chief of Bureau.

Approved: Secretary's File Room

Signed

R. H. Dunlap

Acting Secretary

Copy. for Mr. Robinson

G.3.

December 8, 1920.

The Honorable,

The Secretary of Agriculture.

Sir:

In connection with Memorandum No. 269, "Work Employment by Delegated Authority," it is recommended that this authority be delegated to the District Forest Engineer in addition to the authority already delegated to our District Engineers:

Deputy Chief Engineer, San Francisco, Calif.

District Irrigation Engineer Lovelady, Calif.

Very respectfully,

Chief of Bureau.

Approved:

Acting Secretary.

Copy for Mr. Gladwin

FA
Appointment

September 4, 1930.

The Secretary of Agriculture.

Dear Mr. Secretary:

Reference is made to Memorandum 605, concerning delegation of power to employ persons for duty in field service.

In addition to the regional foresters and forest supervisors, to whom the authority is delegated through the memorandum, it is recommended that the following officers be authorized to make such appointments in urgent cases:

Director, Forest Products Laboratory, Madison, Wis.
" , Allegheny Experiment Station, Philadelphia, Pa.
" , Appalachian " " , Asheville, N. C.
" , California " " , Berkeley, Calif.
" , Central States" " , Columbus, Ohio.
" , Intermountain " " , Ogden, Utah.
" , Lake States " " , St. Paul, Minn.
" , Northeastern " " , Amherst, Mass.
" , Northern Rocky Mtn." " , Missoula, Mont.
" , Pacific Northwest " " , Portland, Oreg.
" , Southern Experiment " , New Orleans, La.
" , Southwestern " " , Flagstaff, Ariz.
" , Forest Taxation Inquiry, New Haven, Conn.
" , Forest Survey, Portland, Oregon.

099A

Very truly yours,

L. F. Kneipp

Acting Forester.

Approved: Secretary's File Room, (Mail)

R. M. Gaylord

Acting Secretary.

Copy for Mr. Schulmann

F.
Appointment September 6, 1920.

The Secretary of Agriculture.

Dear Sir, Secretary:

Reference is made to Department Order 588, concerning delegation of power to employ persons for duty in field service.

In addition to the regional foresters and forest supervisors, to whom the authority is delegated through the aforementioned order, it is recommended that the following officers be authorized to make such appointments in urgent cases:

Director, Forest Products Laboratory, Madison, Wis.
" , Allegheny Experiment Station, Philipsburg, Pa.
" , Appalachian " " , Asheville, N.C.
" , Chippewa " " , Cass Lake, Minn.
" , Central States " " , Columbus, Ohio.
" , Intermountain " " , Ogden, Utah.
" , Lake States " " , Ft. Snelling, Minn.
" , Northeastern " " , Amherst, Mass.
" , Northern Rocky Mtn. " " , Missoula, Mont.
" , Pacific Northwest " " , Portland, Oregon.
" , Southern Appalachian " " , New Orleans, La.
" , Southwestern " " , Flagstaff, Ariz.
" , Forest Products Laboratory, New York, N.Y.
" , Forest Survey, Portland, Oregon.

Very truly yours,

[illegible]

Acting Forester.

Approved:

[illegible]

Secretary.

APPOINTMENT DIVISION
U.S. Dept. of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D.C.

FILED
SEP 19 1940
Please return to
the Secretary's File Room

Ordered #401 9/25/40

MEMORANDUM NO. 603, Revised

Delegation of Field Employment Authority

In Secretary's Memorandum No. 603, dated August 18, 1930, limited authorization in connection with appointment of field employees was delegated by the Secretary to certain field officials. Statutory authority for this delegation of the appointing power is contained in the Act of June 26, 1930, Public No. 441, amending Section 169, R. S., which is as follows:

> "There is authorized to be employed in each executive Department, independent establishment, and the municipal government of the District of Columbia, for services in the District of Columbia or elsewhere, such number of employees of the various classes recognized by the Classification Act of 1923, as amended (U. S. C., title 5, ch. 13), as may be appropriated for by Congress from year to year: Provided, That the head of any department or independent establishment may delegate to subordinates, under such regulations as he may prescribe, the power to employ such persons for duty in the field services of his department or establishment."

Under the authority contained in the above act and in order to reduce delay and further improve field employment procedure, it is hereby ordered that, effective October 15, 1940, Secretary's Memorandum No. 603 is superseded, and authority for employment of field employees will be governed by the following provisions:

Delegation of employment authority. Authority to employ for field duty is delegated to such officers in charge of regions, field stations, field laboratories and other field offices as may be approved by the Secretary on recommendation of chiefs of bureaus. Also, the chiefs of bureaus may recommend to the Secretary the approval of not more than two alternate employment officers in such regions, field laboratories, field stations, and other field offices as is deemed advisable. In this memorandum such designated field officers are referred to as field employment officers.

In the exercise of this delegated authority the field employment officer shall operate within the prescribed financial limitations and pursuant to procedures established by the chief of bureau.

Personnel

MEMORANDUM NO. 903, Revised

[illegible]

[illegible] of June 26, 1930, Public No. 441, amending Section 109, R. S., [illegible] is as follows:

[illegible]

(U. S. C., title 5, ch. 12), as may be appropriated [illegible] may delegate to subordinates, under such regulations as he may prescribe, the power to employ such persons [illegible]

[illegible]

[illegible] employment authority. Authority to employ for [illegible] by the Secretary on recommendation of chiefs of bureaus. Also, the chiefs of bureaus may recommend to the Secretary the approval of not more than two alternate employment officers in each region, field laboratories, field stations, and other field offices as is deemed [illegible] referred to as field employment officers.

[illegible] pursuant to procedures established by the chief of bureau.

Positions covered by delegation. This delegation of authority shall include employment in all field positions which are, or may hereafter be placed, under the Civil Service district manager system and which fall within the following classifications:

(a) In the Clerical, Administrative and Fiscal service, all positions in grades CAF-1 to CAF-6, inclusive

(b) In the Custodial service, all positions in grades CU-1 to CU-8, inclusive

(c) In the Sub Professional service, all positions in grades SP-1 to SP-7, inclusive

(d) All unallocated positions paid on the basis of prevailing wage rates, the duties of which are to perform or assist in apprentice, helper, or journeyman work in a recognized trade or craft

(e) All skilled and unskilled laborers.

Classification of field positions. No appointments under delegated authority other than of unskilled laborers shall be made to positions covered by the above section, unless such positions have been classified or approved by the Office of Personnel under a description of duties currently accurate; except that the field employment officer may establish additional positions identical to any positions previously approved for his office or field station. For two or more positions to be considered as identical positions under this delegation, they must have identical duties, be within the same organizational unit, under the same supervisor and in the same official headquarters, and the duties described should be currently accurate. The Office of Personnel shall be responsible for establishing detailed procedures governing advance allocation of field positions and the assignment of a position numbering system in order that, through prior classification clearance, appointments under this delegated authority can be made without delay.

The exercise of discretion in appointing to field positions allocated in advance, or in establishing additional identical positions without prior approval of the Office of Personnel, places upon the field employment officer the responsibility for observance of the classification standards and specifications prescribed for positions. The Office of Personnel shall be responsible for conducting periodic classification audits of positions to which appointments have been made under delegated authority. On the basis of such audits and after notifying the chief of the bureau the Office of Personnel shall change the allocation of any position found to be incorrectly classified. Where it is evident that the authority granted under this section has been abused the Office of Personnel shall recommend to the Secretary the revocation of the employment authority herein delegated.

[illegible] employment in all field positions which are, or may hereafter be placed, under the Civil Service district manager system and classified within the following classifications:

(a) In the Clerical, Administrative and Fiscal service, [illegible]

(b) In the Professional service, all positions in grades GS-1 to GS-5, inclusive

(c) In the sub Professional service, all positions in grades GS-1 to GS-7, inclusive

(d) All unclassified positions paid on the basis of [illegible] performed or awaited in apprentice, helper, or journeyman work in a recognized trade or craft

(e) All skilled and unskilled laborers.

[illegible] covered by the above section, unless such positions have been classified or approved by the Office of Personnel under a description of duties currently accurate; except that the field employment officer may establish [illegible] the office or field station. For two or more positions to be considered as identical positions under this delegation, they must have identical duties, be within the same organizational unit, under the same supervisor and in the same official headquarters, and the duties described should be currently accurate. The Office of Personnel shall be responsible for establishing certain procedures governing advance allocation of field positions and the assignment of a position numbering system in order that, through prior classification clearance, appointments under this delegation [illegible]

The exercise of discretion in appointing to field positions allocated in advance, or in not filling additional identical positions without prior approval of the Office of Personnel, places upon the field employment officer the responsibility for observance of the classification standards and specifications prescribed for positions. The Office of Personnel shall be responsible for conducting periodic classification audits of positions to which appointments have been made [illegible]

[illegible] the order of the Bureau the Office of Personnel shall change the allocation of any position found to be incorrectly classified. Where it is evident that the authority granted under this section has been abused [illegible] of personnel shall recommend to the Secretary the revocation of the employment authority herein delegated.

Bureau personnel officers or other authorized representatives of the chiefs of bureaus are likewise authorized to conduct classification audits of field positions under this delegated authority and to recommend to the Office of Personnel the reallocation of positions found to be incorrectly classified. Where it is found that the classification authority of the field employment officers has been abused the bureau personnel officers or other designated representatives shall recommend to the Secretary through the chief of the bureau the revocation of the authority herein delegated.

Suspension from duty without pay. Inasmuch as the power to suspend is incident to the power of appointment, limited responsibility for suspension of field employees for disciplinary reasons is given to field officials in conjunction with the power of appointment hereby delegated. Designated field employment officers are authorized to suspend from duty without prior approval of the Secretary employees occupying positions covered by this memorandum, for a period not to exceed 5 days. Such suspension is to be used as a disciplinary measure. The employment officer shall furnish at once to the suspended employee a statement in writing of the reason or reasons for suspension. Copies of this statement and the fanfold notification of the suspension action shall be forwarded immediately to the Office of Personnel through the chief of the bureau.

If a more severe action is deemed necessary the employment officer shall suspend the employee for the 5-day period referred to above and immediately upon the taking of this action furnish by wire to the chief of the bureau a statement of the charges against the employee which shall promptly be forwarded to the Office of Personnel. The Office of Personnel will investigate or review the charges against the employee and recommend appropriate action to the Secretary. If the employment officer does not receive through the chief of the bureau approval for extension of the suspension from the Office of Personnel or notice of removal from the Secretary the employee shall be restored to the rolls at the conclusion of the 5-day suspension period. All suspensions from duty shall be without pay.

Furloughs.

1. Employees appointed for seasonal or intermittent work to positions covered by the delegated authority may be furloughed by the field employment officer for a period not to exceed one year.

2. All other employees covered by the delegated authority may be furloughed for a period not to exceed 90 days by the field employment officer. Furloughs for periods in excess of 90 days or extensions of furloughs must be approved by the Director of Personnel prior to the effective date, and shall be made in accordance with the provisions and directions for the separation of employees contained in Personnel Circular No. 94.

[illegible] other authorized representatives [illegible] are authorized to conduct closed hearings [illegible] This delegation automatically [illegible] the usual procedure of requiring [illegible]

[illegible] officer or other employee of the representative [illegible] or taken in the office of the person to [illegible]

[illegible] Immediately the power to [illegible] of the board of [illegible] institutions. Institutions [illegible] officer for local disciplinary measures is given [illegible] with the power of suspension [illegible] for one or longer are subject to [illegible]

this [illegible] to [illegible] is to be used as a local disciplinary measure. [illegible] department officer will [illegible] at once to the [illegible] employee [illegible] of the reason or reasons for suspension. Should [illegible] the department feel a [illegible] modification of the suspension action [illegible] be forwarded immediately to the Office of Personnel through the [illegible] of the [illegible].

In a more severe action in dealing [illegible] the employment officer would [illegible] the employee for the [illegible] refuse to [illegible] and in effect upon the [illegible] in [illegible] to the [illegible] of the [illegible] department of the [illegible] employee [illegible] be forwarded to the Office of Personnel. [illegible] of [illegible] will investigate or review the [illegible] the employee [illegible] recommend [illegible] the action to the Director [illegible]. If the employee [illegible] does not receive [illegible] of the [illegible] approval for [illegible] action from the [illegible] of personnel or notice of removal from the [illegible] employee shall be [illegible] to the Office of the [illegible] [illegible] employee [illegible]. All [illegible] [illegible] will be [illegible].

---

1. [illegible] employee [illegible] for personal or [illegible] [illegible] to [illegible] covered by the [illegible] [illegible] [illegible] [illegible] by the Health [illegible] officer [illegible] [illegible] [illegible] [illegible].

[illegible] should not be [illegible] by [illegible] the [illegible] [illegible] officer. [illegible] for [illegible] the [illegible] [illegible] or [illegible] [illegible] must be approved by the [illegible] of personnel [illegible] to [illegible] [illegible] [illegible] shall be made in [illegible] with the [illegible] and [illegible] [illegible] employee [illegible] in personnel

Leave without pay for employees in positions covered by delegated authority. The field employment officer may grant requests for leave without pay for a period not to exceed one year.

Separation of employees in positions covered by delegated authority.

1. Seasonal and intermittent employees.

   The field employment officer is hereby delegated the authority to separate employees appointed for seasonal or intermittent work.

2. Acceptance of resignation without prejudice.

   The field employment officer is hereby delegated the authority to accept the resignation of employees in good standing. This includes resignations such as the following: On account of illness, marriage, leaving the city, to accept a better position and to return to school.

3. All separations for cause or due to reductions in force shall be handled in accordance with present procedure. The only authorization to field employment officers for the separation of employees is contained in sections 1 and 2 above.

4. Where it is necessary to make a sudden reduction in force of temporary, probationary, or permanent employees, the employment officer may furlough such employees in accordance with the furlough authority granted in a previous section of this memorandum. This means of removing employees from the payroll shall be used only where insufficient time prevents the handling of the reductions as separations from the service. During the furlough period the field employment officer shall recommend the separation of the furloughed employees in accordance with the present procedure. Any such furlough should indicate that they are made pending the completion of proceedings for separation.

Other Personnel Changes.

The field employment officer is hereby delegated the authority to make the following personnel changes for positions covered by the delegated authority:

(1) Administrative promotions.- Such promotions shall be made in accordance with the Department administrative promotion policy, subject to the availability of funds.

(2) Grade promotions.- This includes promotions to vacant positions, newly allocated positions and positions which will be vacated on or prior to effective date of promotion.

(3) Change in status.- This authority is to make a change in grade or designation where no salary change occurs.

(4) Transfers.- This includes transfers between bureaus in the field; and from Washington to the field service. The action for transfer shall be taken by the employment officer in the office, station, or laboratory to which the employee is being transferred.

(5) Change in Name.- This authority includes changes in name due to court action, marriage, or to correct name on an original appointment.

(6) Changes in headquarters.- Such changes shall be effected by the field employment officer for the headquarters to which the employee is being shifted.

(7) Change in effective date.- To correct the effective date of a personnel action previously taken by the field employment officer.

(8) Restoration to the rolls.- To restore an employee to the rolls upon the termination of furlough, suspension, or leave without pay.

(9) Revocation of an action.- To revoke an action previously taken under delegated authority, provided it does not involve a reduction in the salary of the employee concerned.

(10) Readjustment in salary.- This authority is limited to effecting change in pay due to a change from part-time to full-time employment or vice versa, to cover quarter adjustment or to bring salary within local wage scale.

(11) Effect the removal of an employee from the rolls by reason of death.

Reporting Requirements under Delegated Authority. All personnel actions made by field employment officers under the provisions of this memorandum shall be reported to the Office of Personnel through the bureau chief within 10 days of the effective date thereof unless otherwise specifically provided in this memorandum. Detailed instructions outlining preparation of personnel action form, definition of personnel terms, and procedures to be followed under this system of delegated authority will be found in "Instructions to Field Employment Officers for Handling Field Employment under Delegated Authority."

The Office of Personnel will make periodic surveys of the actions taken by the field employment officers and where it is evident that the delegated authority is being abused shall recommend to the Secretary the revocation of the employment authority granted under the provisions of this memorandum. The bureau chief may also recommend to the Secretary the revocation of this authority for any field employment officer in his bureau.

This memorandum supersedes or modifies any memorandums, circulars, or regulations of the Department which conflict with the provisions contained herein.

This authority is limited to June 30, 1941, to be renewed annually if experience warrants.

Recommended:

Roy Fitzgerald Dickerson
Director of Personnel

~~Approved:~~

Paul H. Appleby
Acting Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED

Please return to
the Secretary's File Room

September 20, 1941.

MEMORANDUM NO. 603, SUPPLEMENT NO. 1

DELEGATION OF FIELD EMPLOYMENT AUTHORITY - FIELD EMPLOYMENT OFFICERS DESIGNATED TO CERTIFY AS TO SERVICE AND CONDUCT FOR WITHIN-GRADE SALARY ADVANCEMENTS

Pursuant to Section 7, subsection (b) (4) of the Classification Act, as amended by the Mead-Ramspeck Act (Public Law 200, 77th Congress, 1st Session) approved August 1, 1941, Field Employment Officers who have heretofore been or who may hereafter be delegated the authority to make employments under Memorandum No. 603, Revised, dated September 19, 1940, are hereby designated to certify that the service and conduct of employees subject to their authority are satisfactory for salary advancement, within the meaning of said subsection.

Grover B. Hill

Acting Secretary

[illegible] Section (b) (9) of the Unemployment [illegible] and Samuelson Act (Public Law 208, 79th [illegible]), [illegible] in part 1, Title, Where there [illegible] veteran who have heretofore been or who may hereafter be delegated the authority to make unemployment insurance [illegible] No. 009, [illegible], dated September 1, 1946, are hereby delegated to certify time service and conduct of employees subject to [illegible] conditions by are satisfactory for salary adjustment, within the meaning of said subsection.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 31, 1941.

MEMORANDUM NO. 603, SUPPLEMENT NO. 2

DELEGATION OF FIELD EMPLOYMENT AUTHORITY - FIELD EMPLOYMENT OFFICERS DESIGNATED TO CERTIFY AS TO SERVICE AND CONDUCT FOR WITHIN-GRADE SALARY ADVANCEMENTS UNDER EXECUTIVE ORDER NO. 8842

Pursuant to Section 2, subsection (c) of Executive Order No. 8842 dated August 1, 1941, Field Employment Officers who have heretofore been or who may hereafter be delegated the authority to make employments under Memorandum No. 603, Revised, dated September 19, 1940, are hereby designated to certify that the service and conduct of employees subject to their authority are satisfactory for salary advancement, within the meaning of said subsection.

Claude R. Wickard
Secretary

F P
to the
Secretary's File Room

DEPARTMENT OF AGRICULTURE

WASHINGTON

November 30, 1942

MEMORANDUM NO. 603, REVISED, SUPPLEMENT ~~No.~~ 4

Delegation of Field Employment Authority

1. The employment authority delegated to Field Employment Officers in Secretary's Memorandum No. 603, Revised, dated September 19, 1940, and supplements thereto, is hereby extended to cover: (a) In the Clerical, Administrative and Fiscal service, all field positions in Grades CAF-7 through 9; (b) in the Crafts, Protective and Custodial service, all field positions in Grades CPC-9 and 10; (c) in the Subprofessional service, all field positions in Grade SP-8; (d) in the Professional and Scientific service, all field positions in Grades EO-1 through 11. Field Employment Officers may not exercise the delegated employment authority extended in this paragraph unless and until personnel charts covering the positions indicated have been submitted to and approved by the Director of Personnel.

2. Additional authority is hereby granted to Field Employment Officers, in the case of positions covered by delegated employment authority, (a) to effect furloughs without pay for military training and service; and (b) to effect transfers to private enterprise by carrying employees in a leave-without-pay status pursuant to Section 4 of War Service Regulation IX of the Civil Service Commission.

3. The authority delegated in Secretary's Memorandum No. 603, Revised, dated September 19, 1940, (a) to grant leave without pay for a period not to exceed one year, is hereby limited to permit Field Employment Officers to grant leave without pay only in accordance with Leave Regulations issued by the Director of Personnel; and (b) to effect transfers between bureaus in the field and from Washington, D. C. to the field service, is hereby limited to permit Field Employment Officers to effect such transfers only when reemployment benefits are not involved. Intra-department transfers with reemployment benefits can be effected only by Secretarial action.

4. Field Employment Officers are hereby authorized, upon receipt from the Civil Service Commission of a certificate authorizing classification under the Ramspeck Act, to confer a classified Civil Service status upon the employee concerned if he occupies a position covered by delegated employment authority. [The words "Classification Under the Act of November 26, 1940 (54 Stat.1211)" must be placed after NATURE OF ACTION, and the certificate of classification must be cited by date under "Civil Service or other Legal Authority" on the fanfold Personnel Notification, Form AD-126-F.]

PERSONNEL 10-9

[illegible]

5. The provisions of paragraph 1 of this memorandum will not limit any existing delegations which have heretofore been made as exceptions to or extensions of the authority delegated in Secretary's Memorandum No. 603, Revised, dated September 19, 1940, and supplements thereto.

6. The effective date of this memorandum is December 15, 1942. ← (see column)

Acting Secretary

Regn. 4096
Dated 2-2-43

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DEPARTMENT OF AGRICULTURE
WASHINGTON

February 1, 1943

MEMORANDUM NO. 603 (REVISED), SUPPLEMENT 5

Delegation of Field Employment Authority

Secretary's Memorandum No. 603, Revised, dated September 19, 1940, is hereby amended (1) to permit heads of administrations, bureaus and offices, or such officers as they may approve, to submit requests to the Director of Personnel for the designation of Field Employment Officers; and (2) to authorize such officers and employees as have heretofore been designated, or who may hereafter specifically be named as Field Employment Officers by the Director of Personnel to exercise delegated field employment authority pursuant to the applicable current provisions of Secretary's Memoranda, and in addition, within such lawful limitations as may be prescribed by the Director of Personnel, beyond the applicable current provisions of Secretary's memoranda.

Grover B. Hill
Assistant Secretary

PERSONNEL 10-8

Ordered dupl 9-23-30 Sec #135 (P)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C.

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the Secretary's File Room

September 15, 1930

FILE
P. L GLADMON

MEMORANDUM NO. 604

Concerning the New Extensible Building.

During the construction and initial occupancy of the new extensible building it is desirable that this office maintain close contact with the officials of the Treasury Department and other government agencies and of the bureaus of this Department concerned in order that the fullest possible provision may be made for the special needs of the bureaus and offices to be housed in the new building and that the assignment of space therein may be in accordance with the best interest of the Department.

Effective immediately, Dr. W. W. Stockberger, Director of Personnel and Business Administration, representing the Secretary, will have full charge of all matters relating to the interest of the Department in the extensible building. To assist in carrying on the work necessarily involved, the establishment of the position of Executive Secretary to the Director of Personnel and Business Administration, is authorized.

To assist the Director of Personnel and Business Administration in determining the special needs of the bureaus for which provision should be made in the extensible building, an Advisory Committee is established as follows:

Dr. H. G. Knight, Bureau of Chemistry and Soils
Dr. Louise Stanley, Bureau of Home Economics
Dr. K. F. Kellerman, Bureau of Plant Industry
Mr. S. H. McCrory, Bureau of Public Roads
Mr. C. W. Kitchen, Bureau of Agricultural Economics
Mr. J. E. Graf, Bureau of Entomology

All other existing Department Committees on housing or buildings in the District of Columbia are hereby abolished.

Arthur M Hyde

Secretary.

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WASHINGTON, D. C.

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November 17, 1930.

FILE
P. L. GLADMON

SECRETARY'S MEMORANDUM NO. 605

Withdrawal of Public Lands in Alaska

From time to time there are submitted to this office for transmittal to the President, proposed Executive Orders covering the withdrawal of public lands in Alaska. It is directed that hereafter such orders before being presented to this office shall be referred to the Governor of Alaska. This action will tend to centralize the administration in Alaska and will also give the Governor an opportunity in advance of the proposed withdrawals of public land to express the official view of the Territory.

Arthur M. Hyde

Secretary.

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WASHINGTON

November 24, 1930.

Ordered Sec #226 11-24-30

MEMORANDUM NO. 606

Facilitating the Consideration of Applications for Plant Patents

The Executive Order of October 17, 1930, is as follows:

> I, Herbert Hoover, President of the United States of America, under the authority conferred upon me by act of May 23, 1930 (Public No. 245), entitled "An act to provide for plant patents," and by virtue of all other powers vested in me relating thereto, do hereby direct the Secretary of Agriculture: (1) to furnish the Commissioner of Patents such available information of the Department of Agriculture, or (2) to conduct through the appropriate bureau or division of the department such research upon special problems, or (3) to detail to the Commissioner of Patents such officers and employees of the department, as the Commissioner may request for the purposes of carrying said act into effect.

In pursuance with the intent of this Executive Order, Dr. W. A. Taylor, Chief of the Bureau of Plant Industry, is hereby designated and authorized to represent the Department in all dealings with the Commissioner of Patents related to the Executive Order, in furnishing the Commissioner such pertinent information as is available to the Department or in arranging for special researches to provide the information desired but not otherwise available.

Questions arising regarding the detail of officers or employees to the Commissioner of Patents should be referred to the Director of Personnel and Business Administration.

Arthur M. Hyde

Secretary.

* DRAFT *

Memorandum No.

~~Dr. Wm. A. Taylor,~~

The Executive Order of October 17, 1930 is as follows;

~~Chief, Bureau of Plant Industry.~~

~~Dear Dr.~~ Taylor:

~~The Department is in receipt of the following Executive Order:~~

Facilitating the Consideration of Applications for Plant Patents

I, Herbert Hoover, President of the United States of America, under the authority conferred upon me by act of May 23, 1930 (Public No. 245), entitled "An act to provide for plant patents," and by virtue of all other powers vested in me relating thereto, do hereby direct the Secretary of Agriculture: (1) to furnish the Commissioner of Patents such available information of the Department of Agriculture, or (2) to conduct through the appropriate bureau or division of the department such research upon special problems, or (3) to detail to the Commissioner of Patents such officers and employees of the department, as the Commissioner may request for the purposes of carrying said act into effect.

In pursuance with the intent of this Executive Order, Dr. W A Taylor, Chief of the Bureau of Plant Industry is ~~you are~~ hereby designated and authorized to represent the Department in all dealings with the Commissioner of Patents related to the Executive Order, in furnishing the Commissioner such pertinent information as is available to the department or in arranging for special researches to provide the information desired but not otherwise available.

~~Such~~ Questions ~~of~~ arising regarding the detail of officers or employees to the Commissioner of Patents ~~such questions~~ should be referred to the Director of Personnel and Business Administration.

~~Sincerely yours,~~

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF PLANT INDUSTRY

WASHINGTON

OFFICE OF ASSOCIATE CHIEF OF BUREAU

DEPARTMENT OF AGRICULTURE

WASHINGTON

Ordered dep 12/26/36

DEC 26 1936

See #263

Memorandum No. 607

AMENDMENT OF THE ADMINISTRATIVE REGULATIONS,

PARAGRAPHS 484 AND 524.

FILED
OCT 16 1936
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the Secretary's File Room

Paragraph No. 484 of the Administrative Regulations of the Department is amended to read as follows:

484. AUTHORITY TO GRANT LEAVE. - The chief of each bureau is authorized to grant to employees with headquarters in the District of Columbia annual leave with pay not exceeding 30 days in each calendar year, and extension of leave on account of sickness not exceeding 30 days, and to employees with headquarters outside of the District of Columbia annual leave with pay not exceeding 15 days in each calendar year and extension of leave on account of sickness not exceeding 15 days. He may, in his discretion, delegate this authority to responsible officers of his bureau.

An employee may not be granted annual or sick leave at the beginning of the leave year immediately following an absence in a nonpay status in the preceeding year unless and until there has been a return to duty. Employees of the department assigned to permanent duty in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands may, in the discretion of the Secretary, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in exceptional and meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary, not to exceed 30 days additional in any one year: Provided, That if any employee of the agricultural experiment stations of the United States in Alaska, Hawaii, Porto Rico, Guam, or the Virgin Islands shall elect to postpone the taking of any or all of the annual leave to which he may be entitled during any calendar year, he may, subject to the interest of the public service, in addition to any annual leave which may be properly granted him by reason of his service during the current calendar year be allowed to take at one time unused annual leave which may have accumulated within not to exceed three calendar years immediately preceding the current calendar

year and be paid while taking such accumulated leave at the average rate or rates of his salary separately computed by years for each of the several elapsed calendar years.

Officers of the Foreign Agricultural Service as defined in sec. 2 (a) of the Act of June 5, 1930, Public No. 304, 71st Congress, may be granted thirty days annual leave, without extension on account of sickness, but accumulative for three years; that is to say, the maximum leave which may be taken in any one calendar year is ninety days. The rate of pay for periods of accumulative leave will be that prevailing at the time of taking.

Regular field employees transferred for service in the District of Columbia may be granted leave of absence at the rate of $1\frac{1}{4}$ days per month until date of transfer, and $2\frac{1}{2}$ days per month while employed in the District of Columbia. Field employees serving temporarily in the District of Columbia will not be granted leave in excess of 15 days annual and 15 days sick in any one year. (Laws 877, 879, 881, 908, 952, 987).

No. 524 of the Administrative Regulations of the Department is amended by revocation of the following sub-paragraph:

An employee who, at the end of the calendar year, has exhausted all sick and annual leave, and is on leave without pay on account of illness, and is physically unable to report for duty, may, without actually reporting for duty in person, be restored to a pay status as of January 1 of the succeeding calendar year and granted sick leave, and also, if necessary, annual leave, because of continued illness. Thereafter all leave regulations shall apply to such employee; and if continuous absence exhausts all sick and annual leave in the new calendar year, further furlough will be governed by the procedure in the case of application for leave without pay exceeding 30 days.

The amendment to paragraph 484 gives effect to the ruling of the Comptroller General in 10 Comp. Gen., 102, 104, as to the granting of leave following leave of absence at the end of the leave year. It excludes the sub-paragraph illustrating the method of computing payments in case of accumulative leave, since these computations are based on obsolete salary tables. The language eliminated in paragraph 524 is inconsistent with the above modification of paragraph 484.

C. J. Marvin

Acting Secretary.

The amendment to paragraph 484 gives effect to the ruling of the Comptroller General in 10 Comp. Gen., 102, 104, as to the granting of leave following leave of absence at the end of the leave year. It amends the sub-paragraph illustrating the method of computing payments in case of accumulative leave, since these computations are based on obsolete salary tables. The language eliminated in paragraph 534 is inconsistent with the above modification of paragraph 484.

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ANIMAL INDUSTRY

WASHINGTON, D. C.

December 12, 1930.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO
O-025

Dr. W. W. Stockberger,

Director of Personnel & Business Administration.

Dear Doctor Stockberger:

Dr. E. B. Cram of this Division wishes to obtain official approval for a leave of absence, without pay, for the period of December 26 to 31, inclusive, to be followed by approximately ten days of annual leave from January 1 to January 10.

Dr. Cram's annual leave of this year was used in connection with a trip to England, at which time she made an extensive visit to various laboratories, not only at her own expense but on annual leave status. She wishes now to go to Oklahoma for the period described above, because of the illness of a sister. Dr. Cram has been in the Department for almost eleven years and is in charge of the poultry project of this Division.

I recommend that official approval be given for this period of leave.

Very truly yours,

Maurice C. Hall

Maurice C. Hall,
Chief, Zoological Division.

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